



MASSACHUSETTS

# Workforce Investment Act

---

**WIA Communication No. 01-55**

☒ **Policy**   ☐ **Information**

---

**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DET Regional Directors  
DET Area Directors

**cc:** WIA State Partners

**From:** Jonathan Raymond, President  
Commonwealth Corporation

**Date:** November 15, 2001

**Subject:** Statewide Minimum Performance Levels for Subsequent (Continued) Eligibility of Individual Training Account Providers

---

**Purpose:** To provide notice to the Local Workforce Investment Boards regarding the establishment of minimum performance levels to be used when determining the subsequent (continued) eligibility of a Training Provider's programs determined to be initially eligible as Individual Training Account Providers.

**Background:** Workforce Investment Act, Section 122(c)(1) and WIA Regulations at 20 CFR Part 663.535(a) require that, "The Governor must develop a procedure for the Local Boards to use in determining the subsequent eligibility of all eligible training providers determined initially eligible". In addition, Workforce Investment Act Section 122(c)(5)(A) and WIA Regulations at 20 CFR Part 663.535(c)(1) state that in establishing the procedure, the Governor require that, "Providers annually submit performance and cost information". Lastly, Workforce Investment Act Section 122(c)(6) and WIA Regulations at 20 CFR Part 663.535(d) state that, "The provider's performance information must meet the minimum acceptable levels established under CFR Part 663.535(c)(2) to remain eligible."

Statewide Minimum Performance Levels for Subsequent (Continued) Eligibility of Individual Training Account Providers

S:\wds00\issuance\wiacommunications\issuances\01-55

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

In Massachusetts, an ITA-Provider Eligibility Workgroup consisting of various WIA stakeholders has been established to assist in developing the Commonwealth's procedure for determining subsequent eligibility of initially eligible training providers. The ITA-Provider Eligibility Workgroup determined the first step in this process was to establish the minimum performance levels for each of the Performance Measures that may be used when determining subsequent eligibility. A survey was taken of the minimum performance levels used by each local area to determine initial eligibility. This information was used in the establishment of statewide minimum performance levels to be applied in the subsequent eligibility review. Local workforce investment boards may choose to establish minimum performance levels that exceed the statewide performance levels issued in this policy.

**Policy:** All local workforce investment boards shall use the following minimum acceptable levels of performance when determining the subsequent (continued) eligibility of a service provider's programs for Individual Training Accounts.

<u>Performance Measure</u>	<u>Minimum Performance Level</u>
1. Percentage of Successful Completions (The number of successful WIA program completers divided by all WIA program participants in the completed program)	70%
2. Entered Employment Rate (The number WIA program participants entering employment divided by all WIA program exiters)	60%
3. Hourly Wage at Placement	\$7.50 per hour
4. Retention in Employment Rate at 6 Mos. (when applicable)	60%
5. Wages at 6 Mos. (when applicable)	\$8.00 per Hour
6. Rates of Licensure/Credentials/Degrees (when applicable)	60%

Local Workforce Investment Areas must either adopt the Statewide Minimum Performance Levels or set their own Higher Performance Levels to be used when determining service provider program subsequent ITA eligibility. Local Workforce Investment Areas must also decide which of the six Performance Measures (see 1 - 6, above) they will use to determine service provider program subsequent ITA eligibility. Local Workforce Investment Areas must use a minimum of two of the Performance Measures. **The Performance Measures being used and Performance Levels adopted by each LWIA must reported to Commonwealth Corporation prior to the start of the Subsequent Eligibility Review Process.**

**Effective:** Effective for all Workforce Investment Act funds provided by the Commonwealth Corporation.

**Action**

**Required:** Please distribute copies of this policy to all appropriate individuals in your organization.

**References:** Workforce Investment Act (WIA) Sections 122(c)(1), (c)(5)(A) and (c)(6); WIA Regulations at 20 CFR 663.535 Parts (a), (c)(1), and (d).

**Inquiries:** Any questions related to this correspondence should be directed to Spencer Klein at (617) 727-8158 extension 2356.

**Filing:** Please file this in your notebook of previously issued WIA Communication Series Issuances as #01-55.